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## Action

### *Executive Committee*

#### Approval of the Commission's 2005 Meeting Schedule

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**Executive Summary:** Staff will recommend that the Committee approve the Commission's proposed 2005 meeting schedule.

**Recommended Action:** Approve the Commission's 2005 meeting schedule.

**Presenter:** Maureen Henkelman, Manager,  
Executive Office

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# Approval of the Commission's 2005 Meeting Schedule

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## Introduction

Each year the Commission reviews and approves its proposed meeting dates for the following year. This is an action item to seek approval for the 2005 Commission meeting dates.

## Background

Education Code Section 44215 provides, in pertinent part, that “(t)he Commission shall meet at least once each month in no fewer than ten months each year.” The Executive Director and Senior staff met and determined that the proposed calendars meet this statutory mandate as well as the Commission’s workload needs and statutory timeline requirements. Projected and anticipated major future policy issues and initiatives were also taken into consideration. Most importantly, the Commission’s goals and objectives were reviewed to insure that the proposed schedules provide sufficient opportunity for a thorough review of policy issues by both the Commission and all stakeholders. The proposed meeting dates are also designed to maximize attendance by all Members by taking holiday and school schedules into consideration.

The proposed schedules also take into account the current fiscal constraints resulting from California’s severe budget crisis. At the direction of the Department of Finance, Commission staff is constantly reviewing its budget and all expenditures to determine any potential cost savings. Schedule A proposes 3 two-day meetings and 5 one-day meetings with an approximate annual cost of \$64,416. Schedule B proposes 2 two-day meetings and 6 one-day meetings with an approximate annual cost of \$58,560. Schedule C proposes 3 two-day meetings and 4 one-day meetings with an approximate annual cost of \$58,560. Schedule D proposes 3 two-day meetings and 4 one-day meetings with an approximate annual cost of \$58,560.

Although all proposed calendars do allow the Commission to meet its workload needs and statutory timeline requirements, staff recommends the adoption of Schedule C as this calendar provides the Commission the greatest flexibility in preparing the agenda given the need to accommodate legislative and administrative deadlines, state holidays and notice requirements.

## Proposed 2005 Commission Meeting Dates

**Schedule A**

January 6	June 9
February 3	July –No Meeting
March 17	August 31-September 1
April – No Meeting	October 6
May 4-5	November 30-December 1

**Schedule B**

January 6	July – No Meeting
February 3	August 18
March 3	September No Meeting
April 7	October 31 – November 1
May 31 – June 1	December 1

**Schedule C**

January 31 – February 1	August 11
March 11	September – No Meeting
April 14	October 6
May 31 – June 1	November 30 – December 1
July – No Meeting	

**Schedule D**

January 31 – February 1	July – No Meeting
March 3	August 31 – September 1
April – No Meeting	October 31 – November 1
May 5	December 1
June 16	